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Tech Ed
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Part I: Overview of Business

M.A. Ford, Davenport, Iowa
Manufacturer of Standard, High Performance and Custom Cutting Tools distribute world wide.

Part II: Job Specifics

- Wrote Standard Operating Procedures for the machines on the floor
- Met with different machine operators for the step by step procedure to set up a machine to run a job.

Part III: Introduce the Problem

- Communion between different areas in a business are essential.
- Need to describe out to assemble a product.
- One student will have a construction product and the other student will have the pieces for the product.
- Neither student can see what the other is doing.
- Student 1 will verbally explain how to build the part to student 2.
- The second round student 2 will visually show how to build the part to student 1.

Part IV: Background

- Communication skills and clear terminology of the parts
- The operators found out that they just did things, because that is what they were told to do. When they had to explain it step by step they needed to really think about the correct terminology so that everyone would understand the information in the same way.

Part V: Business Solution

- After the Standard Operating Procedure was written, it was taken back to the operator to check for any misunder- standing or steps out of order. After they approved it, the supervisor of each division looked at it and made any necessary changes.

Part VI: Student Solutions

- I believe by doing this problem they are going to see how important communication is and not always just verbally.